

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

BEHAVIORAL HEALTH PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position #W0272

HOURLY POSITION – NO STATE BENEFITS

Pay Band 5 Level II Hiring Range: \$20.49 - \$29.00 per hour

Closing Date: January 18, 2016

Exciting opportunity to join the DMAS Behavioral Health team within the Division of Integrated Care and Behavioral Health. This position helps monitor the Behavioral Health Services Administrator (BHSA) contract, ensuring contract compliance and maintenance of a high performance level through verification and tracking of various program data and ongoing oversight of several operational aspects of the contract. Incumbent analyzes data related to fiscal transactions, behavioral health provider activities, and member eligibility files. Duties also include coordination of ongoing interfaces between OBH and the BHSA involving document reviews, appeal activity and program operations. Applicants must have extensive knowledge of Medicaid policies and procedures as well as a working knowledge of the healthcare delivery system. Requires demonstrated ability to interpret and apply state, federal, and DMAS policy, analyze issues and reach logical conclusions. Requires demonstrated ability to organize and prioritize work assignments, and to work independently. Must have experience developing tracking tools and effectively communicating the results. Requires considerable knowledge of system applications including spreadsheets, databases, MMIS and word processing. Experience in behavioral health is a plus. Bachelor's degree preferred; an equivalent combination of training/experience in related field may substitute. **This position is limited to 29 hours per week/1500 hours per year with no state benefits.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA